

EYES ONLY

25 JUL 1973

MEMORANDUM FOR: Acting Deputy Director for Management
and Services

SUBJECT : Annual Report to Congress on the Executive
Dining Room

REFERENCE : Memo dtd 5 Mar 73 to ADD/S fm D/L, same subject

1. Enclosed as an attachment is a proposed annual report to Congress on the Executive Dining Room.

2. In explanation of the attached report, the following information is provided:

a. Official meals are those served in the Director's Dining Room and the DD/O Dining Room. Special meals are those served by arrangement with the EDR such as conference lunches for the Brookings Institute. In both situations, meals are paid for by the individual, host, and/or official funds, as appropriate.

b. The reporting period for the tabulations is the EDR's fiscal year. The reporting period for the preliminary report forwarded with the reference was less precise and contained an estimate for one 4-week period. As a result, the figures do not provide a precise comparison. In general, a slight drop in the number of personnel using the EDR is noted. Overall dollar volume, however, is higher both for dining room receipts as well as expenses. These increases reflect higher meal costs and the higher charges for food and other materials. Direct costs have also increased as a result of the addition of one contract employee and the 5.5 percent wage increase, effective last January.

[REDACTED]

STATINTL

Francis J. Van Damm
Director of Logistics

Att

OL 3 4314

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CENTRAL INTELLIGENCE AGENCY

Executive Dining Room

The Central Intelligence Agency operates an official representational dining room so that the Director may have available a suitable and secure dining facility for the entertainment of those individuals with whom it is necessary to consult in the discharge of his responsibilities in the field of foreign affairs. This facility consists of a kitchen, a small reception room, and a dining room of 292 square feet with a capacity of seating ten guests. It is staffed by a crew of three, which includes a chef, a waiter, and a bus boy/dishwasher. Approximately 1,100 meals are served annually.

There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, as well as foreign nationals, without being optically visible to the world at large, such a facility is in the best interests of the United States Government. Such a facility also allows senior Agency officers to conduct classified business discussions while having lunch, inasmuch as the serving staff is fully security cleared.

The financial facts on the operations of both facilities are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

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Administrative - Internal Use Only**EYES ONLY**DIRECTOR'S DINING ROOM

| | |
|--|---------------------|
| 1. <u>Size</u> | 657 square feet |
| Dining Room | 292 square feet |
| Kitchen | 365 square feet |
| 2. <u>Seating</u> | |
| Dining Room | 10 |
| 3. <u>Membership</u> | N/A |
| 4. <u>Meals Served - FY 1973</u> | |
| Official Meals | 1,079 |
| 5. <u>Financial Statement</u> | |
| Gross Income | \$ 3,174.00 |
| Gross Expense* | 2,987.00 |
| Net Income | <u>\$ 187.00</u> |
| 6. <u>Subsidy by Appropriated Funds</u> | |
| a. Direct: Salary & Overtime | \$ 39,284.00 |
| b. Indirect: Maintenance | 1,971.00 |
| 657 square feet x \$3.00** | <hr/> |
| TOTAL | <u>\$ 41,255.00</u> |

* Omitting salary

** The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

EYES ONLY**Administrative - Internal Use Only**

EYES ONLYEXECUTIVE DINING ROOM

| | |
|---|---------------------------|
| <u>1. Size</u> | 1,404 square feet |
| Executive Dining Room | 1,039 square feet |
| Kitchen | 365 square feet |
| <u>2. Seating</u> | |
| Executive Dining Room | 64 |
| <u>3. Membership</u> | [REDACTED] |
| <u>4. Meals Served - FY 1973</u> | 16,652 |
| Members Meals | 15,785 |
| Special Meals | 867 |
| <u>5. Financial Statement</u> | STATINTL |
| Gross Income | \$ 57,282.19 |
| Gross Expense* | 53,902.13 |
| Net Income | <u>\$ 3,380.06</u> |
| <u>6. Subsidy by Appropriated Funds</u> | |
| a. Direct: Salary & Overtime | \$ 76,258.00 |
| b. Indirect: Maintenance | 4,212.00 |
| 1,404 square feet x \$3.00** | <u> </u> |
| TOTAL | <u>\$ 80,470.00</u> |

* Omitting salary

** The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

EYES ONLY

Administrative - Internal Use Only

EYES ONLY

EXECUTIVE DINING ROOM & DIRECTOR'S DINING ROOM

| | |
|---|--|
| 1. <u>Size</u> | 2,061 square feet |
| Kitchen | 730 square feet |
| Executive Dining Room | 1,039 square feet |
| Director's Dining Room | 292 square feet |
| 2. <u>Seating</u> | |
| Executive Dining Room | 64 |
| Director's Dining Room | 10 |
| 3. <u>Membership</u> | |
| Executive Dining Room |  |
| | STATINTL |
| 4. <u>Meals Served - FY 1973</u> | 17,731 |
| Members Meals | 15,785 |
| Official Meals | 1,079 |
| Special Meals | 867 |
| 5. <u>Financial Statement</u> | |
| Gross Income | \$ 60,456.19 |
| Gross Expense* | 56,889.13 |
| Net Income | <u>\$ 3,567.06</u> |
| 6. <u>Subsidy by Appropriated Funds</u> | |
| a. Direct: Salary & Overtime | \$ 115,542.00 |
| b. Indirect: Maintenance | 6,183.00 |
| 2,061 square feet x \$3.00** | <u><u></u></u> |
| TOTAL | <u><u>\$ 121,725.00</u></u> |

* Omitting salary

** The \$3.00 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

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INTERNAL USE ONLY

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CONFIDENTIAL

 SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics
1206 Ames Center Building

EXTENSION

NO.

DATE

25 JUL 1973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Acting Deputy Director
for Management and Services
7D26 Headquarters Building

2.

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EYES ONLY

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FORM 3-62

610 USE PREVIOUS EDITIONS

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